

# CAREER OPPORTUNITY

## UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF ILLINOIS



<b>POSITION:</b>	Courtroom Deputy
<b>VACANCY NUMBER:</b>	2016-14
<b>LOCATION:</b>	East St. Louis, Illinois
<b>SALARY RANGE:</b>	CL 26 (\$43,192) to CL 27 (\$77,124), depending on qualifications**
<b>DATE POSTED:</b>	August 15, 2016
<b>CLOSING DATE:</b>	August 29, 2016, at 4:00 p.m.

\*\* Position is promotion eligible without further competition or advertisement

### POSITION SUMMARY

The United States District Court Clerk's Office for the Southern District of Illinois is seeking a full time permanent courtroom deputy to United States District Judge David R. Herndon. The courtroom deputy manages the judge's docket; performs all courtroom duties, including attending all court proceedings, recording pertinent results, and preparing minutes; prepares orders and judgments; and processes all court-related documents. The courtroom deputy also provides assistance to chambers staff and clerk's office staff with daily functions, as needed. This position reports to the Courtroom Services Supervisor.

### SUMMARY OF REPRESENTATIVE DUTIES AND RESPONSIBILITIES

Manages the judge's cases by: calendaring and regulating their movement; monitoring the filing of pertinent documents and timely responses to judicial orders; and setting dates and times for hearings, trials, and conferences. Keeps the judge and immediate staff informed of case progress.

Reviews information relating to pending cases to ensure that all records and reference materials are available for use by the judge and counsel. Uses reports and information from the automated case management system.

Attends court sessions and conferences. Assists with the orderly flow of proceedings including, but not limited to, setting up the courtroom, assuring presence of all necessary participants, managing exhibits, assisting witnesses and jurors, and maintaining courtroom decorum. Takes notes of proceedings and rulings and prepares minute entries and dockets in the court file. Drafts judgments and other orders for the judge's approval.

Acts as liaison among the clerk's office, the bar, and the judge to ensure that cases proceed smoothly and efficiently. Serves as a primary source of information on scheduling conferences,

hearings, trials, and other case processes. Performs backup duties for other district and magistrate judge courtroom deputies, as required. Other assigned administrative duties may be performed.

### **MINIMUM QUALIFICATIONS**

To qualify for the position of courtroom deputy, applicant must have:

- CL 26 one year of specialized experience equivalent to work at CL 25
- CL 27 two years of specialized experience with one year equivalent to work at a CL 26.

Specialized experience is progressively responsible clerical or administrative experience requiring the regular and recurring application of clerical procedures that demonstrate the ability to apply a body of rules, regulations, directives, or laws and involve the routine use of specialized terminology and automated software and equipment for word processing, data entry, or report generation. Such experience is commonly encountered in law firms, legal counsel offices, banking and credit firms, educational institutions, social service organizations, insurance companies, real estate and title offices, and corporate headquarters or human resources/payroll operations.

### **COURT PREFERRED SKILLS**

Prior courtroom experience, knowledge of courtroom procedures, and electronic case filing system experience are highly desirable. Applicant must have strong organizational skills, excellent verbal and written communication and clerical skills, excellent interpersonal skills, and solid computer skills. Applicant also must be able to work as part of a team and provide excellent customer service.

### **BENEFITS**

Judiciary employees serve under excepted appointments (not civil service). Excepted appointments are at will and can be terminated with or without cause. Federal benefits include paid vacation and sick leave, paid holidays, and retirement benefits. Optional benefits include health, life, and long-term care insurance, flexible spending accounts for health and dependent care, dental and vision insurance, and a tax-deferred savings plan. This position is subject to mandatory electronic fund transfer (direct deposit) participation for payment of net pay.

### **BACKGROUND INVESTIGATION REQUIREMENTS**

As a condition of employment, the selectee considered for the position is required to undergo an FBI background check. The selectee may be appointed provisionally, and retention will depend upon a favorable suitability determination of the background check.

### **PROCEDURES FOR APPLYING**

Application packets should include the following:

- Cover letter;
- Résumé;
- Names, addresses, and telephone numbers of three professional references; and

- AO 78 Application for Federal Judicial Branch Employment (located on the court's website at [www.ilsd.uscourts.gov](http://www.ilsd.uscourts.gov)).

Application packets should be sent to:

United States District Court / Southern District of Illinois  
ATTN: Human Resources Administrator--Confidential, #2016-14  
750 Missouri Avenue  
East St. Louis, Illinois 62201-2954

Applications must be received by 4:00 p.m. on the closing date. Please do not email or fax application materials. Incomplete and late application materials will not be considered. Applicants must be United States citizens or eligible to work in the United States. Selection will be made consistent with the provisions of the Equal Opportunity Plan adopted by the United States District Court for the Southern District of Illinois. Applicants selected for interviews must travel at their own expense, and relocation expenses will not be reimbursed.

The Court reserves the right to modify the conditions of this job announcement or to withdraw the announcement, any of which may occur without prior written or other notice. If a similar position within the District Court Clerk's Office opens within 60 days of the closing date of this announcement, applicants under this announcement will be considered without further advertisement and competition. Employees are required to adhere to a Code of Ethics and Conduct, which is available to applicants for review upon request.

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#### **Court's Mission**

Our mission is to resolve judicial matters fairly and justly in a manner that will uphold and defend the Constitution of the United States. We are committed to doing so through communication and education in order to ensure respect for the Court. We work to resolve disputes in a timely and efficient manner to promote the public's confidence and trust in the Judiciary of the United States and to protect individual rights and liberties through law.

#### **Clerk's Office's Mission**

The mission of the Clerk's Office is to provide administrative and case management support to the district court, members of the bar, the public, and all government agencies in a professional, timely, and efficient manner. Through teamwork, we perform our duties with courtesy, respect, equality, and fairness, thereby promoting public trust and confidence in the judicial system. Success is linked to commitment, and we are committed to excellence.

*THE UNITED STATES DISTRICT COURT FOR THE SOUTHERN DISTRICT OF ILLINOIS IS AN EQUAL OPPORTUNITY EMPLOYER.*